



## MELISSA BRUNNER-BROWN

Director

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[VCARD](#) | [LINKEDIN](#)

Melissa is an accomplished accounting professional with a dedication to leveraging her expertise across various industries for the betterment of her clients. With a background encompassing both corporate, public, and nonprofit accounting, she possesses robust skills including account reconciliation, improving monthly and quarterly closing processes, tax audit preparation, and financial forecasting. Melissa's strength lies in her meticulous attention to detail and her unwavering commitment to her clients.

Melissa is highly adept at utilizing a variety of accounting systems, including Drake, CCH ProSystems, Proseries, QuickBooks Desktop, QuickBooks Online, TicTieCalculate PDF, PDF Flyer, Practice Management Software, CCH PM, and XCM. Her accounting expertise is underscored by her passion for making a positive impact in her community.

### FUNCTION & SPECIALIZATION

- Month and year end close
- Procedure and process documentation
- Account reconciliation
- Financial reporting
- G.A.A.P. compliance
- Tax management
- Internal audit preparation
- QuickBooks

### REPRESENTATIVE CLIENTS & PAST EXPERIENCES

- The Endowment Project
- The Endowment Project Foundation
- Carlotz
- Associated General Contractors of Virginia
- Richmond Metropolitan Transportation
- R&L Transfer, Inc.
- John F. Dickey & Co.
- Jenzabar
- Pelfrey and Co.
- Brown Edwards
- Wright, Dunn & Co.

### EDUCATION, LICENSES & CERTIFICATIONS

- B.S., Accounting, Miami University, Ohio